# Republic of the Philippines DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Cordillera Administrative Region 40 North Drive, Baguio City

REQUEST	FOR QUOTATION	(REO)

PR/PP		
No.: 2024-04-245	RFQ No.:	2024-05-479
End-user: BGMS	Date:	MAY 07 2024
Name of Project:	ABC:	₱60,150.00
REPAIR OF GLASS DOORS OF AD, BGMS, GSS AND RAMS AT 2ND BASEMENT FLOOR	OF DSWD FO CAR AND	THE STATE OF THE S
SUPPLY & INSTALLATION OF GLASS STICKER AT AD		
M	ode of Procurement:	SMALL VALUE PROCUREMENT
Sir/Madam:		ansber/

RINA CLARE L. REYES
BAC Chairperson

#### TERMS AND CONDITIONS:

- 1. Quotations in excess of the ABC will be REJECTED.
- 2. For total quoted price, quotations with a dash or zero shall be deemed free of charge.
- 3. All entries must be typewritten/printed/longhand. Any erasure in the quotation must be countersigned by the bidder/representative, otherwise quotation will be rejected.
- 4. The Procuring Entity may give due preference to goods being offered with green component.
- 5. If necessary, the BAC through the TWG, may require an occular inspection of the venue/place of business/goods being offered.
- 6. Delivery of Goods / Services is as indicated in the next page.
- 7. Price validity shall be for a period of 120 calendar days from RFQ Opening of the BAC until confirmation of Purchase Order by the winning supplier.
- 8. The following documents shall be attached upon submission of quotation, otherwise your quotation will not be accepted, please disregard if already submitted:
  - a. Updated Mayor's / Business Permit
  - b. PhilGEPS Registration Certificate or PhilGEPS Registration Number to be indicated in space below (except
- o Income/Business Tax Return (for Small Value Procurement, Direct Contracting above P500K, Emergency Cases above P500K, and Lease of Real Property/Venue).
  - o Official Receipt issued by BIR (a mere picture of the receipt can suffice)
- 9. Where there is discrepancy between: (a) total price per item and unit price for the item as extended or multiplied by the quantity of that item, the unit price shall prevail; (b) stated total price and the actual sum of prices of component items, the lower shall prevail; (c) unit cost in the detailed estimate and unit cost in the bill of quantities, the latter shall prevail.
- 10. Suppliers/Contractors who refuse to accept correction of price offer after Bid Evaluation shall be disqualified.
- 11. Award of Contract shall be made to the Lowest Calculated Responsive Quotation (LCRQ) that complies to the **technical specifications** and the **terms and conditions** stated herein.
- 12. The BAC shall require the bidder with Lowest Calculated Responsive Quotation (LCRQ) to submit the **Omnibus Sworn Statement** prior to issuance of Award / Purchase Order with ABC amounting to **P500,000.00** for **Emergency Cases** and **P50,000.00** above for **Small Value Procurement**.
- 13. Upon approval of the Purchase Order (PO), the Procurement Section shall send or forward the approved PO for confirmation to the winning bidder. The approved PO shall be confirmed within three (3) calendar days upon sending the approved PO to the winning bidder's officially registered email address or upon notification of the winning bidder that the approved Purchase Order is available for confirmation. Failure to submit the confirmed PO within the 3-day period shall cause the automatic cancellation of the PO.
- 14. If the Supplier fails to deliver the required goods /services as specified in the Award / Purchase Order, the Procuring Entity may disqualify bidder from participating future procurement activities to be conducted by DSWD-CAR.
- 15. Liquidated damages equivalent to one tenth of one percent (0.001) of the value of the goods not delivered within the prescribed delivery period may be imposed per day of delay. The Procuring Entity (PE) may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
- 16. Further information may be obtained from the Procurement Section with telephone number (074) 661-0430 local 25123 or email address bacsec.car@dswd.gov.ph.

### Republic of the Philippines

#### DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Cordillera Administrative Region 40 North Drive, Baguio City

REQUEST FOR QUIOTATION (REQ)

	REQUEST FOR QUOTA	TION (RI	FQ)			
NO.	DETAILED DESCRIPTION	QTY	UNIT	UNIT	T PRICE	TOTAL
	REPAIR OF GLASS DOORS OF AD, BGMS, GSS AND RAMS AT 2ND BASEMENT FLOOR OF DSWD FO CAR AND SUPPLY & INSTALLATION OF GLASS STICKER AT AD					
1	FLOOR HINGE -Dim: 150mm x 300mm (LxW) PLEASE SEE ATTACHED DESIGN FOR REFERENCE	5	pcs			
2	TOP PATCH -Upper Clamp  PLEASE SEE ATTACHED DESIGN FOR REFERENCE	5	pcs			
3	CORNER PATCH -Crank Clamp PLEASE SEE ATTACHED DESIGN FOR REFERENCE	5	pcs			
4	BOTTOM PATCH -Lower Clamp PLEASE SEE ATTACHED DESIGN FOR REFERENCE	5	pcs			
5	GLASS DOOR LOCK -Materials: Stainless -Application: Double -Glass Thickness: 12mm	6	pcs			3
6	PLEASE SEE ATTACHED DESIGN FOR REFERENCE GLASS STICKER -1.5mm width PLEASE SEE ATTACHED DESIGN FOR REFERENCE	50	l.m.			
7	LABOR -including repair/adjustment of aluminum framing -installation of Glass Sticker	1	lot			
			TC	TAL	PRICE	
			СО	MPLIAN	CE	
OTHER REQUIREMENTS			Ca Com	AND ASSESSED FOR THE PARTY.	Cannot Comply	REMARKS
	Delivery place for goods/services is at DSWD CAR, #40 NORTH Drive, Baguio City.  Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon		ſ	]	[ ]	
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PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES

· Award shall be made per:

payment on the account.

Item Basis

Note: No GIFT ALLOWED. Pursuant to RA 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees. The DSWD reserves the right to reject any or all offers at no costs, waive any therein and accept the offer most advantageous to the government.

Sir:

After having carefully

read and accepted your terms and conditions, I / We submit our b	on the item/s quoted above.
Name of Firm/Dealer/Contractor:	
Office Address:	
Owner's/Proprietor/President's Name and Signature:	
Contact Number/s:	
Email Address:	
$For \ Authorized \ Representative, kindly \ indicate \ the \ following:$	
Name and Signature:	
Contact	Number/s:
PhilGEPS Registration	n Number:



Name and Signature of Canvasser



# BUILDINGS AND GROUNDS MANAGEMENT SECTION

### FIELD OFFICE CAR

DSWD-AS-GF-062 | REV 02 | 07 OCT 2022

## **TECHNICAL SPECIFICATION**

Date Submitted April 8, 2024
TA Control No.

Requesting OBSU : Administrative Division

TA Subject/Title : Repair of Glass Doors of AD, BGMS, GSS and RAMS at 2nd Basement Floor of

DSWD FO CAR and Supply & Installation of Glass Sticker at AD

Item	Description and Specification	Sample Picture (if applicable)
1	Floor Hinge - Dim: 150 mm x 300 mm (LxW)	
2	Top Patch - Upper Clamp	
3	Corner Patch - Crank Clamp	
4	Bottom Patch - Lower Clamp	







5	Glass Door Lock - Material: Stainless - Application: Double - Glass thickness: 12mm	
6	Glass Sticker - 1.5m width	

Prepared by:

ENGR. RICHARDA. REAMICO Engineer II, BOMS



## BUILDINGS AND GROUNDS MANAGEMENT SECTION FIELD OFFICE CAR

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ENGR RICHARD A. REAMICO Engineer II, EGMS